

## Interdisciplinary - GS-401-12, GS-454-12, GS-460-12, GS-471-12, GS-457-12

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET		
<input type="checkbox"/> 1. NEW	<input type="checkbox"/> 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	<input type="checkbox"/> 3. REPLACES PD NUMBER					
<b>RECOMMENDED</b>							
4. TITLE Natural Resource Specialist					5. PAY PLAN GS	6. SERIES 0401	7. GRADE 12
8. WORKING TITLE (Optional) Plant Materials Specialist					9. INCUMBENT (Optional)		
<b>OFFICIAL</b>							
10. TITLE Natural Resource Specialist							
11. PP GS	12. SERIES 0401	13. FUNC 51	14. GRADE 12	15. DATE MONTH   DAY   YEAR		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	
17. CLASSIFIER Kayla D. Ascher							
<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>							
1st Natural Resources Conservation Service				5th			
2nd KS State Conservationists Off				6th			
3rd Resource Conservation Staff				7th			
4th Salina 760 S Broadway				8th			
<b>SUPERVISOR'S CERTIFICATION</b>							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationship and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.							
19. SUPERVISOR'S SIGNATURE				20. DATE		22. SECOND LEVEL SUPERVISOR'S SIGNATURE	
21. SUPERVISOR'S NAME AND TITLE				24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE			
<b>FACTOR EVALUATION SYSTEM</b>							
FACTOR	25. FLD / BMK	26. POINTS	FACTOR	25. FLD / BMK	26. POINTS		
1. Knowledge Required	Level 1-7	1,250	6. Personal Contacts				
2. Supervisory Controls	Level 2-4	450	7. Purpose of Contacts	Level 3C	180		
3. Guidelines	Level 3-4	450	8. Physical Demands	Level 8-2	20		
4. Complexity	Level 4-5	325	9. Work Environment	Level 9-2	20		
5. Scope and Effect	Level 5-4	225	27. TOTAL POINTS ▶			2,920	
					28. GRADE ▶		GS-12
<b>CLASSIFICATION CERTIFICATION</b>							
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.							
29. SIGNATURE					30. DATE		
31. NAME AND TITLE Jane Medina, Human Resources Manager							
32. REMARKS This position is determined to be EXEMPT from the provisions of FLSA based on the PROFESSIONAL Exemption criteria.					33. OPM CERTIFICATION NUMBER		

**MASTER RECORD/INDIVIDUAL POSITION DATA**

*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

<b>A. KEY DATA</b>					
1. FUNCTION (1) A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6) 022265	5. GRADE (2) 12	6. IP NO. (8)

<b>B. MASTER RECORD</b>									
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0401	3. OCC. FUNC. CD. (2) 51	4. OFF. TITLE CD. (5) 0071	5. OFF. TITLE (38) Natr Resource Specist					
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 8	3. OCC. FUNC. CD. (2) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA	9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO   DAY   YEAR 10/08/96	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		12. INACT / ACT (1) 3 = Foreign Svc. Blank = NA		1 = Inactive A = Active		13. DT. ABOL. (6) MO   DAY   YEAR	14. DT. INACT / REACT (6) MO   DAY   YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40) (4)   (4)   (4)   (4)   (4)   (4)   (4)   (4)   (4)   (4)									
17. INTERDIS. TITLE CD. (60) (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)   (5)									

<b>C. INDIVIDUAL POSITION</b>												
1. FLSA CD. (1) E = Exempt N = Nonexempt	2. FIN. DIS. REQ. (1) 0Y	3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		4. POS. SENS. (1) 1N		5. COMP. LEV. (4) 0401						
6. WK. TITLE CD. (4)		7. WK. TITLE (38) sup:										
8. ORG. STR. CD. (18) 1st   2nd   3rd   4th   5th   6th   7th   8th		9. VAC. REV. CD. (1) 0 = Position Action No Vacancy A = No Change		B = Lower Grade C = Higher Grade		D = Different title and / or series E = New Position / New FTE						
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes	13. DUTY STATION (9) State (2)   City (4)   County (3)	14. BUS. CD. (4) 7777	15. DT. LST. AUDIT (6) MO   DAY   YEAR	16. PAS. IND. (1) Blank = N/A 1 = PAS	17. DATE EST. (6) MO   DAY   YEAR					
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG					4 = Sup. / Program 5 = RGE G 6 = Policy Analysis G E G		7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use		19. DT. REQ. REC. (6) MO   DAY   YEAR	20. NTE. DT. (6) MO   DAY   YEAR	21. POS. ST. BUD (1) Y = Perm N = Other	
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)												
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME / Activity Rev.			Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.			Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change			5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other			
23. DT. EMP. ASGN. (6) MO   DAY   YEAR		24. DT. ABOL. (6) MO   DAY   YEAR		25. INACT / ACT (1) 1 = Inact. 2 = Act.		26. DT. INACT / REACT (6) MO   DAY   YEAR		27. ACCTG. STAT. (4) 0020		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)
30. CLASSIFIER'S SIGNATURE						31. DATE						
32. REMARKS												

**Classifiable in any one of the following:**

**Natural Resource Specialist, GS-401-12**  
**Rangeland Management Specialist, GS-454-12**  
**Forester, GS-460-12**  
**Conservation Agronomist, GS-471-12**  
**Soil Conservationist, GS-457-12**

**INTRODUCTION**

The position is located on the Resource Conservation Staff, headquartered in the state office (SO) of the Natural Resources Conservation Service (NRCS) in Kansas. The incumbent provides technical guidance and support to the Manhattan Plant Materials Center (PMC) and coordinates his/her activities with plant materials centers and state specialists within the adjacent states and assists in determining the long-range plant materials and forestry needs.

**DUTIES**

Works with state program staffs, resource conservation staffs, other specialists, and NRCS field personnel to identify and address the needs for plant materials and plant-related technologies for all phases of resource conservation and environmental improvement in Kansas, Nebraska, and Oklahoma.

Provides leadership in carrying out the Plant Materials Program (PMP) in the three states served and assists with the development and implementation of the states' plant materials long-range plans.

Serves as an advisor to the State Conservationists' Plant Materials Advisory Committee, and the Kansas, Nebraska, and Oklahoma state plant materials committees.

Assists in the development and implementation of the long-range plan for the Manhattan PMC.

Develops and coordinates, with the three states served, the establishment and monitoring of field plantings and conservation field trials. Prepares reports for field plantings and conservation field trials.

Prepares the annual summary report of progress and assists with the preparation of the annual technical report. Completes other reports as required by the National Plant Materials Program Leader.

Prepares and incorporates into the electronic Field Office Technical Guide (eFOTG) appropriate and necessary plant-related technology information which may include plant performance, species adaptation, species selections, and establishment and management techniques.

Prepares popular articles, technical notes, plant release notices, press releases, and other written types of information for use by NRCS personnel, cooperators, universities, extension service, plant vendors, and other partners interested in plant technology.

Establishes and maintains effective working relations with other federal, state, and local governments, commercial seed vendors, universities, extension service, and environmental groups for the purpose of providing plant materials and transferring related plant technology.

Enters and retrieves plant data from the Plant Materials Operation and Management System (POMS).

Provides technical support to NRCS program activities and conservation operations regarding vegetative issues and related plant technologies.

Serves as forestry discipline leader for Kansas. Provides leadership for all forestry-related issues including appropriate program support, reviewing and updating appropriate sections of the eFOTG, and provides needed training and technology to NRCS personnel. Works closely with Kansas Forest Service (KFS) and Kansas Extension Forestry regarding conservation planning, training, cooperative research projects, and the development of appropriate technical notes.

Works cooperatively with other staff members on the Resource Conservation Staff, Water Resources Staff, Programs Staff, and others within NRCS and outside of NRCS as it relates to plant materials and forestry.

Provides input and assists with the development and or review of practice standards, specifications, technical notes, and manuals as they pertain to plant materials, forestry, and other-related vegetative issues.

Assists with the Quality Assurance Review (QAR) process in the state by reviewing appropriate subject matter that pertains to vegetative issues.

Develops and provides, in both formal and informal settings, training to NRCS personnel; technical service providers; conservation district (CD) personnel; professional consultants; and local, state, and federal government personnel in issues dealing with plant materials, forestry, and related vegetative issues.

Develops and maintains close working relationships with resource and environmental-related agencies and organizations in the three states served. Establishes and maintains positive working relations with other federal, state, and local agencies and organizations on problems of mutual interest to plant materials and forestry.

Participates with those groups in meetings, tours, and demonstration projects to explain plant materials and forestry planning and application of resource management systems (RMSs).

Performs related duties as assigned.

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

Performs duties in a manner supportive of a safe and healthy work environment, and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Performs duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or mental or physical handicap.

## **CONDITION OF EMPLOYMENT**

Operates a motor vehicle incident to the above duties. Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated.

## **EVALUATION FACTORS**

### **1. Knowledge Required by the Position, Level 1-7, 1250 points**

Knowledge of federal conservation programs, plant materials, and state programs as they relate to resource conservation planning in order to provide technical guidance, interpretations, and recommendations to all field offices (FOs) in the planning and application of biological RMSs.

Comprehensive knowledge of legislative authorities and activities of local units of government and state and federal resource agencies including CDs, Rural Development (RD), and the Farm Service Agency (FSA) with the purpose of developing and maintaining close working relationships with resource conservation planning and environmental-related agencies and organizations in Kansas.

Knowledge of, and skill in, oral and written communication methods, techniques and procedures sufficient to discuss, explain, and advocate biological principles applicable to conservation issues, problems, and solutions to diverse groups.

Knowledge of computers to integrate various program activities, technical, and management functions in area and FO operations and to provide training in planning and biological science technical applications.

Knowledge of leadership principles necessary to effectively conduct an area-wide comprehensive technical soil and water management program targeted to both professional and non-professional resource managers and land users.

In-depth knowledge of agricultural economics, agronomy, biology, soils, range, wildlife, woodland, water quality, and waste management to facilitate the development, adaptation, and use of resource data for broad-based plant materials planning activities.

## 2. Supervisory Controls, Level 2-4, 450 points

The incumbent is under the supervision of the State Resource Conservationist (SRC) who establishes overall goals and resources available. The incumbent and supervisor confer on the development of general objectives, projects, and deadlines. He/she receives technical guidance and assistance from the National Plant Materials Program Leader, the National PMC Staff, the Manhattan PMC Staff, and the resource conservation staffs of the three states.

The incumbent is responsible for planning and executing assignments, selecting appropriate techniques and methodology, and determining the approach to be taken. The incumbent resolves most problems that arise and coordinates the work with biological, forestry, rangeland, water quality, and agronomy specialists headquartered in the SO. The incumbent interprets and applies program policy in terms of established objectives and keeps the supervisor informed of progress, potentially controversial problems, concerns, issues, or other matters having far-reaching implications.

Completed work is reviewed for general adequacy in meeting program or project objectives, producing expected results, and compatibility with other work. For the most part, field work is not subject to direct review; however, complete reports analysis, and

writings are spot-checked for technical adequacy and accuracy through peer review at the state and national levels. The scientific methods used in developing new plant materials and or plant technologies are normally not reviewed, except for prior consultation with the National Plant Materials Program Leader, as well as the National Plant Materials Staff, and Manhattan PMC Staff.

### 3. Guidelines, Level 3-4, 450 points

Guidelines at this level are often inadequate to deal with the more complex or unusual problems, or with novel, undeveloped, or controversial aspects of RMSs. The incumbent is required to deviate from conventional methods and practices or develop new and modified techniques and methods for obtaining effective results.

The employee uses general guidelines and precedents regarding NRCS policy, statements, and objectives (i.e., handbooks, manuals, directives). Guidelines specific to assignments are often limited, not applicable, or have gaps in specificity and require considerable interpretation and/or adaptation for application to specific issues and complex problems.

The employee uses judgment, initiative, and resourcefulness in deviating from established methods to make recommendations on technical changes that may have state-wide significance. This may require the employee to analyze conditions and assumptions on the basis of inconclusive and variable data and to select, adopt, and apply the appropriate criteria, methods, and procedures to the conditions present.

### 4. Complexity, Level 4-5, 325 points

Work assignments are varied and diverse and involve broad and varied resource conservation activities (i.e., analyzing the quality and quantity of plant materials and forestry activities and/or application of resource plans and/or application of resource systems within the state). Assignments also include developing standards, methods, and techniques to extend existing practices and procedures; proposing solutions that have highly visible political consequences; formulating solutions to controversial problems; and anticipating future trends and requirements. The incumbent must be proficient at multi-tasking and managing numerous tasks and multiple priorities.

Work involves performing a variety of natural resource management duties that require an in-depth analysis of problems and issues throughout Kansas, Nebraska, and Oklahoma. Work also involves coordinating and planning activities that cover multiple resource programs and developing new methods and techniques to resolve problems.

The availability of suitable plant materials and related plant technologies is a significant factor in the effectiveness of the ecological science phases of natural resource conservation programs. New developments in this field will have a significant impact in environmental protection and in enhancing the quality of the environment. These complexities require the incumbent to have a thorough knowledge of the various land resource areas, technologies, and programs.

The employee must analyze issues involving uncertainties as to the most effective approach to apply. Other issues involve serious conflicts on program direction, administrative and legal requirements, and continually changing program requirements and technological developments. Major resource problems involving complicating factors include wind and water erosion, degradation of surface and groundwater quality, and land use changes.

Assignments include reviewing and analyzing plant and forestry resources in the three states served for suitable plant materials for watershed treatment, cropland protection, water quality, range and pasture improvement, protection of water courses, establishment of windbreaks, wildlife, and recreation planting. The employee is considered an expert and provides technical guidance, interpretations, and recommendations in planning and application of biological and other environmental improvements in resource management throughout the state.

Work involves working with various state and federal agencies, local units of government, organizations, and consultants in resolving sometimes sensitive problems dealing with wildlife management, water quality, erosion, and sediment control. Negotiations involving compromises with present standards and specifications may be necessary. Innovative efforts will be necessary to solve resource problems.

#### 5. Scope and Effect, Level 5-4, 225 points

Work involves investigating, analyzing, and evaluating problems and situations involving a wide variety of circumstances or unusual conditions. It also involves developing new or improved techniques, criteria, or alternatives to meet requirements involving specific plant materials and forestry needs and activities, and assessing program effectiveness in the three states served. The employee ensures a correct understanding of biological phases of soil and water conservation activities and their applications by state and federal agencies and local units of government personnel, consultants, technical service providers, and private land users.

Work results directly influence the effectiveness and acceptability of state goals, programs, and/or activities and the success of private consultants and non-agricultural land users in their application of technically sound RMSs on both agricultural and non-agricultural land that benefits the general population.

6. Personal Contacts

7. Purpose of Contacts, Level 3C, 180 points

Personal contacts are with other NRCS personnel at the field, area, and SO levels and with conservation district supervisors and employees. Non-routine contacts are also made with private landowners, professional consultants, agricultural colleges, universities, experiment stations, plant scientists, researchers, plant breeders, agricultural commodity associations, news media, and representatives from other federal, state, and local agencies, and units of government and universities.

The position is designated as an official liaison with the KFS.

Contacts are for the purpose of providing technical guidance, assessing the need for and providing training, and assuring that high quality technical assistance is being provided are necessary to carry out a strong and unified effort in the planning and application of resource management practices.

The primary purpose for these contacts is to plan, coordinate, or advise on work efforts and solve operating problems by influencing or motivating individuals or groups who are working toward mutual goals, but may be skeptical or uncooperative. The incumbent must be experienced in approaching the individual or group to obtain the desired effect, such as gaining compliance with established policies or acceptance of established methods using persuasion or negotiation, or establishing rapport to gain information.

8. Physical Demands, Level 8-2, 20 points

The work is sedentary and usually performed while seated at a desk. There is some walking and travel to attend meetings away from the work site. On trips to the field, there may be some physical exertion requiring the incumbent to stand for long periods and/or walk on rough, uneven, or rocky terrain.

9. Work Environment, Level 9-2, 20 points

Most work is performed in an office setting. Fieldwork occurs in a broad range of conditions from cropland to urban. Occasional travel to field locations may require special protective clothing and safety precautions. Work is often done along streams, roadways, and bridges where natural hazards must be recognized.

This position is determined to be exempt from the provisions of FLSA.